

IV. STAFFING AND ORGANIZATION

Staffing and organization involves the procedures for the documentation of staff time at the State level devoted to the various WIC functions, the evaluation and selection of local agencies and the documentation of local agency staffing standards and data.

A. State Staffing - 246.4(a)(4) and (23): describe the information relating to State level staff requirements and utilization as it relates to WIC Program functions and how the State agency will provide a drug-free workplace.

B. Evaluation and Selection of Local Agencies - 246.4(a)(5)(i) and (7): describe the procedures and criteria utilized in the selection and authorization of local agencies.

C. Local Agency Staffing - 246.4(a)(4): describe the State staffing standards which apply to the selection of local agency staff and the means used by the State agency to track and analyze local level staffing data.

IV. STAFFING AND ORGANIZATION

A. State Staffing

A. STATE STAFFING

1. State Level Staff

- a. Record below the current total full-time equivalent staff (FTEs) available for each position listed or attach equivalent information in Appendix State Staffing Chart of this section:

<u>Position</u>	<u>FTE WIC</u>	<u>FTE In-kind</u>	<u>Total FTE</u>
Director			
Nutritionist			
Vendor Specialist			
Program Specialist			
Financial Specialist			
Breastfeeding Specialist			
ADP Specialist			
Other (specify):			

- b. The State agency has a WIC organizational chart showing all positions, titles, and staff names.



Yes



No

- c. If available, attach an overall organizational chart that identifies the WIC Program's relationship within the State Health Department or Indian Tribal Organization in Appendix TDH Org. Chart of this section.

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite)**

IV. STAFFING AND ORGANIZATION

A. State Staffing

2. Please estimate below the average percent of State staff time devoted to fulfilling the following functions:

Function	Percent of Total Staff Time
Certification, including nutrition risk assessment	
Breastfeeding training/promotion	
Nutrition education	
Monitoring of local agencies	
Fiscal reporting	
Food delivery system management	
Vendor management	
Training	
ADP system development and maintenance	
Civil rights	
Coordination with other assistance programs	
Other (specify):	

**ADDITIONAL DETAIL: Staffing & Organization Appendix See Percent of State Time Chart
and/or Procedure Manual (cite):**

3. Drug-Free Workplace

a. The State agency has a plan that will enable them to achieve a drug-free workplace.

☒

Yes

☐

No

b. Attach a description of the State agency's plans to provide and maintain a drug-free workplace in Appendix TDH Personnel Manual Section 303 "Drug Free Workplace" of this section.

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

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B. Evaluation and Selection of Local Agencies

B. EVALUATION AND SELECTION OF LOCAL AGENCIES

☐ DOES NOT APPLY (PROCEED TO NEXT SECTION)

1. Local Agencies Authorized

83 number of local agencies authorized to provide WIC services last year

83 number of local agencies planned to provide WIC services this year

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

2. The State agency accepts applications from potential local agencies:

☐

annually

☐

biennially

☐

on an on-going basis

☒

other (specify) To cover state as needed

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

3. Existing local agencies must reapply and compete with new applicant agencies for authorization:

☐

annually

☐

biennially

☒

not applicable

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

4. Selection Criteria

a. The State agency uses the following criteria in selecting local agencies in new service areas and/or reviewing applications from existing service areas:

New
Service
Areas

Existing
Service
Areas

☒☒

coordination with other health care providers

☒☒

projected cost of operations/ability to operate with available funds

☒☒

location/participant accessibility

☒☒

financial integrity/solvency

☒☒

relative need in the area

☒☒

range and quality of services

☒☒

history of performance in other programs

☒☒

ability to serve projected caseload

☐☐

other factors:

☐☐

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B. Evaluation and Selection of Local Agencies

- b. The State agency conducts studies (provide date of most recent study: ongoing) of the cost-effectiveness of local agency operations which examine:**

- ☐ location and distribution of local agencies vis-à-vis participants
- ☒ clinic procedures to optimize participant access/service (PFA, etc.)
- ☒ staff-to-participant ratios and related staffing analyses
- ☐ comparative analyses of local agency/clinic costs
- ☐ other

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

- 5. The State agency enters into a formal written agreement or contract with each local agency.**

☒ Yes (state duration): 1 year ☐ No

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

- 6. The State agency has established statewide fair hearing procedures for local agency appeals.**

- ☒ Yes, attach local agency fair hearing procedures or specify the location in the Procedure Manual and reference below:
- ☐ No
- ☐ Not Applicable

ADDITIONAL DETAIL: Staffing & Organization Appendix 25 Texas Administrative Code (TAC), Part 1, Chapter 31, Subchapter C, §31.36; and 25 TAC, Part 1, Chapter 1, Subchapter C, §§1.51-55 and/or Procedure Manual (cite):

- 7. The State agency maintains a listing of clinic sites which includes the following information. If available, please attach the listing in Appendix Listing changes weekly so is not suitable for inclusion with Plan. Contact WIC for copy if needed. of this section:**

- ☒ Location
- ☒ Type of site (e.g., hospital, health department, community action program)
- ☒ Service area
- ☒ Hours of operation
- ☒ Days of operation
- ☐ Health services provided on-site
- ☐ Social services provided on-site
- ☐ Participation
- ☐ Other (specify):

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

IV. STAFFING AND ORGANIZATION

C. Local Agency Staffing

C. LOCAL AGENCY STAFFING

☐ DOES NOT APPLY (PROCEED TO NEXT SECTION)

1. Staffing Standards

a. The State agency prescribes local agency staffing standards which include:

- ☒ credentials
- ☒ staffing levels
 - ☒ staff-to-participant ratio standards
 - ☐ time spent on WIC functions
 - ☐ other (specify):

- ☒ functions of CPAs
- ☒ paraprofessional requirements
- ☐ other (specify):
- ☐ not applicable

b. Local agencies follow staffing standards established by unions or local governmental authorities.

- ☐ Yes ☒ No

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

2. Local Level Staffing Data

a. The State agency gathers and analyzes data to determine staff-to-participant ratios (check all that apply):

- ☒ for each clinic/local agency
 - ☐ at regular intervals
 - ☐ monthly
 - ☐ quarterly
 - ☐ annually
 - ☒ other (specify): **As needed for special projects**

- ☒ by function
 - ☐ administration
 - ☐ food delivery
 - ☐ certification
 - ☐ nutrition education
 - ☒ other (specify): **all categories as needed for special projects**

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C. Local Agency Staffing

b. Results of analyses are reported back to local agencies.

- ☐ No
☒ Yes, in a single report comparing all local agencies
☐ Yes, in a local agency-specific report (no comparative data)

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

3. Local Agency Breastfeeding Staffing Requirement

**The local agency has designated a staff person to coordinate breastfeeding
promotion and support activities.**

- ☒ Yes ☐ No